

**Office of Mayor Virg Bernero  
Proclamation Request Form**

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Purpose of Proclamation:

Retirement ☐ Birthday ☐ Business Grand Opening/Ribbon Cutting ☐ Anniversary ☐

Organization ☐ Historical ☐ Special Recognition ☐ Other ☐

If other, please explain: \_\_\_\_\_

Date of Proclamation/Event Presentation: \_\_\_\_\_

Event/Program Location & Address: \_\_\_\_\_

Date Proclamation Needed: \_\_\_\_\_

Delivery of Proclamation: ☐ Please mail ☐ I will pick up at City Hall

Mayor's presence requested at presentation: ☐ Yes ☐ No  
(If the Mayor's presence is requested please refer to Appointment/Event Form)

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Full name of person/organization **receiving** proclamation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

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Full name of person **requesting** proclamation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Relation to person receiving proclamation: \_\_\_\_\_

Cell: \_\_\_\_\_

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Briefly describe the purpose you would like the proclamation to serve or the message that you would like to convey: \_\_\_\_\_

*Requests must be submitted 2 weeks in advance and include background information that will be used to prepare the proclamation such as educational history, employment history, family information, accomplishments, honors, clubs, affiliations, and any other pertinent information that will assist in the completion of the document.*

Send Completed Request To:

Mail: Office of Mayor Bernero, 124 W. Michigan Avenue, 9<sup>th</sup> Fl, City Hall Lansing, MI 48933

Email: rfreeman@lansingmi.gov - 517: 483-4141 - Fax: 517-483-6066